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|  | **JOB AND ROLE DESCRIPTION** |

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| **Position Name** | **Marketing / Office Assistant** | **Company** | IMAC |
| **Job purpose** | We are seeking a dynamic and versatile Multitasking Specialist to join our remote team. This role requires a unique blend of skills in copywriting, graphic design, and administrative support. The ideal candidate will be creative, organized, and bilingual (English and Spanish). They will be responsible for designing PowerPoint presentations, marketing decks, and editing websites for various products and services offered by our company. | | |

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| **REQUIRED QUALIFICATIONS** | |
| **Education** | |
| * College Diploma * Bachelor’s degree in communications, Graphic Design, or a related field. | |
| **Training or Expertise** | |
| * Proficient with Microsoft Office suites (Word, Excel, PowerPoint, Outlook) * Fluent in English and Spanish, with excellent verbal and written communication skills in both languages. | |
| **Experience** | * Minimum of 2 years of experience working remotely for a USA-based company. * At least 3 years of experience in marketing or related fields. |

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| **JOB FUNCTIONS** |
| * **Copywriting**: Craft compelling and persuasive copy for marketing materials, website content, and product descriptions. Ensure all content is clear, engaging, and aligned with brand guidelines. * **Graphic Design:** Design visually appealing PowerPoint presentations and marketing decks. Create graphics and layouts for digital and print media. Edit and update website content using various web design tools. * **Administrative Support:** Assist with scheduling, correspondence, and other administrative tasks as directed. Maintain organized records and manage project timelines.   Coordinate with different departments to ensure seamless workflow and communication. |

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| **REQUIRED SKILLS** |
| We are looking for a person with a passion for marketing and a vocation for support. |
| Proficiency in graphic design software (Adobe Creative Suite, Canva, etc.). |
| Strong copywriting and editing skills. |
| Excellent multitasking and time management abilities. |
| High level of creativity |
| Familiarity with web design tools and content management systems |
| Ability to work independently and as part of a team. |
| Excellent use of grammar and punctuation. Strong interpersonal, written, and oral communication skills (English) |
| Work independently and manage frequent changing needs, Self-sufficient |
| Driven, proactive thinker, highly organized with exceptional communication skills, and fully capable to take initiative, manage and oversee a variety of high-priority projects from multiple management and professional levels successfully with minimal direction |
| Very Patient, Responsible, extremely punctual |
| Willing to learn, improve, and take on new challenges with a flexible, can-do attitude |

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| **WAGE COMPENSATION** |
| **Salary:** $1,300 USD – Payments to be directly deposited into the account. Bi-weekly  **Schedule:** Monday to Friday from 9:00 AM- 6:00PM EST.  The Internet and computer must be covered by employee |